## Civil Engineering (CE) Career Development Plani



#### **Table of Contents**

- 1. New User (Go to Next Slide Slide 2)
- 2. Returning User (Slide 21)

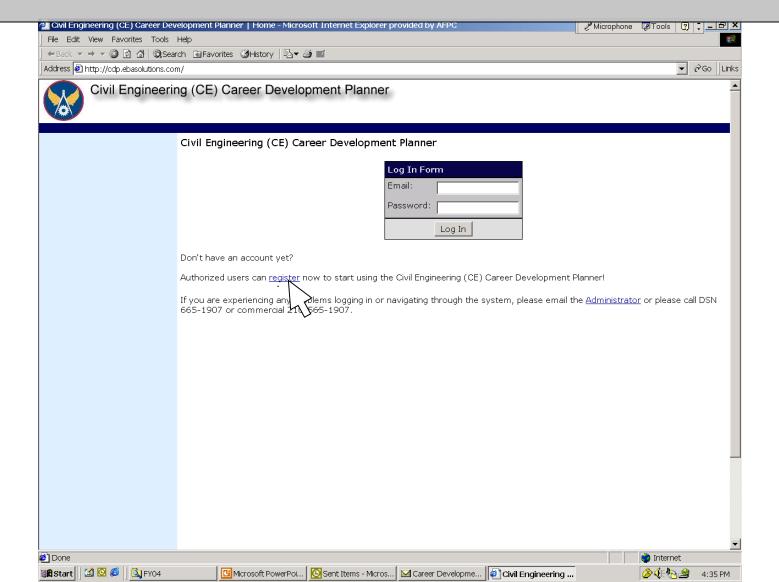




## **New User**

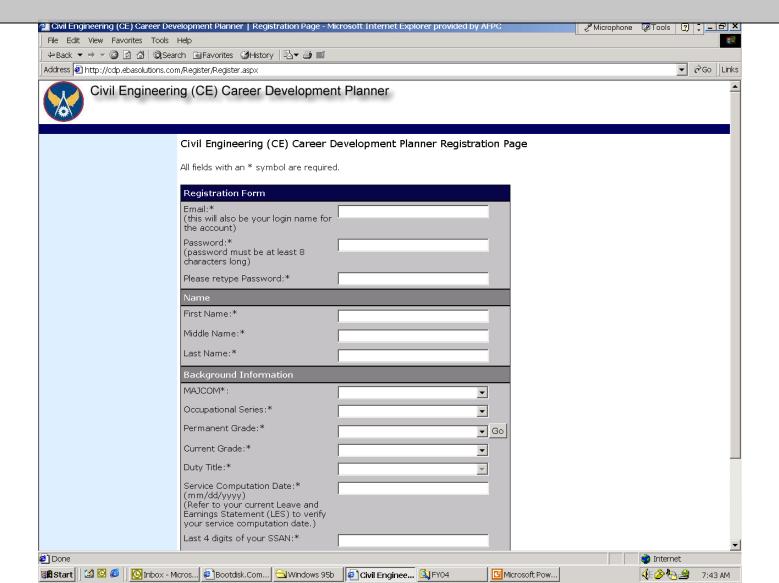
#### **Career Development Planner - Login Page**

Click on the "register" link to create a new user account.



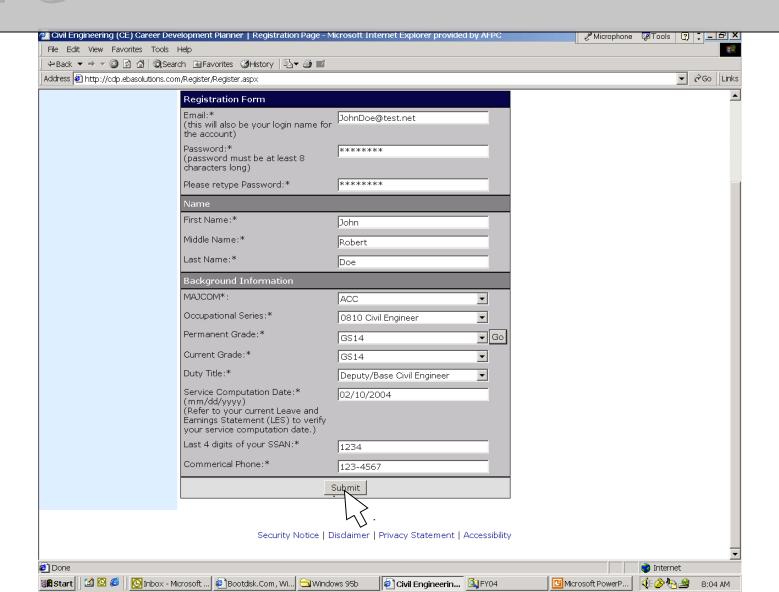
#### **Career Development Planner - Register Page**

Fill out the "Registration Form" and click on the "Submit" button to create a new user account. Note: The "Go" button is used to update the form on your permanent grade.



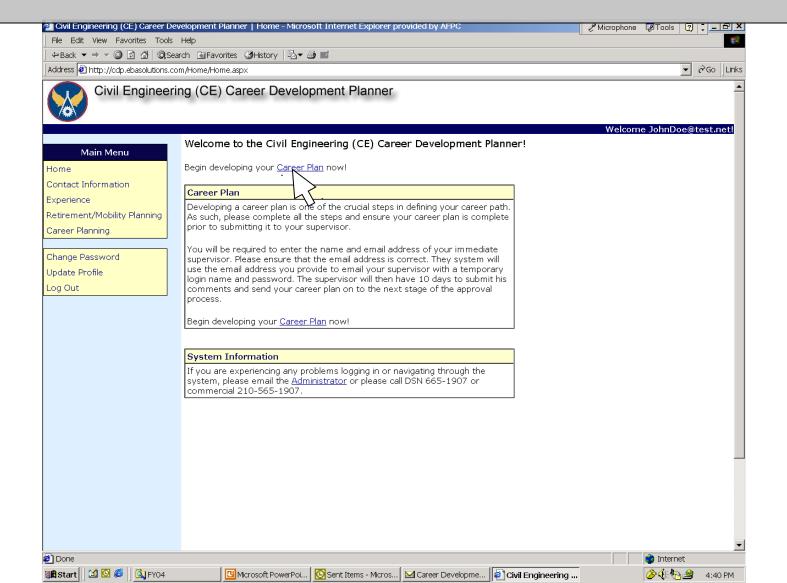
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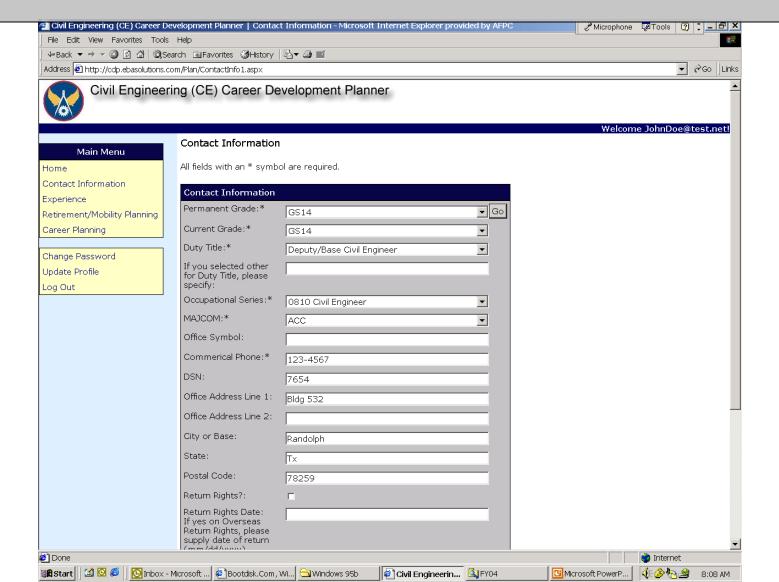
#### **Career Development Planner - Home**

At the Home page Click on the "Career Plan" link to continue.



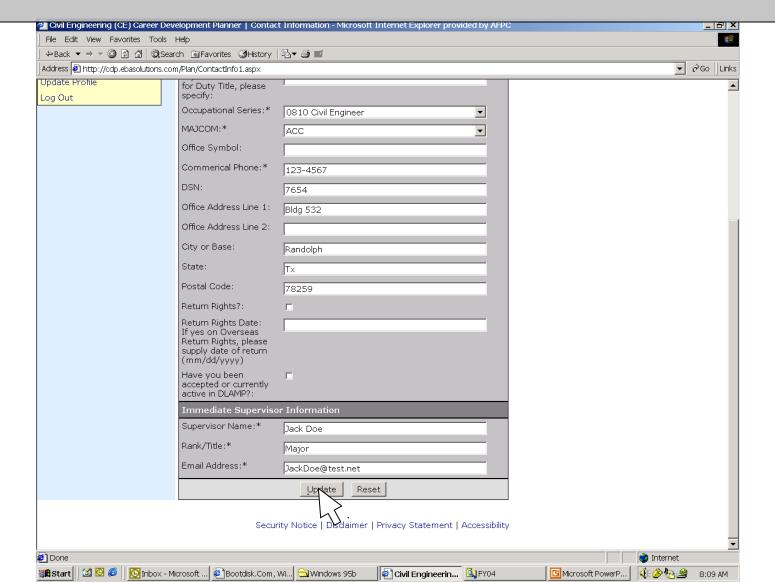
#### **Career Development Planner - Contact Information**

Fill out the form on the "Contact Information" page. Click on the "Update" button to continue. Note: The "Reset" button will clear the form for you if you make a mistake.



#### **Career Development Planner - Contact Information**

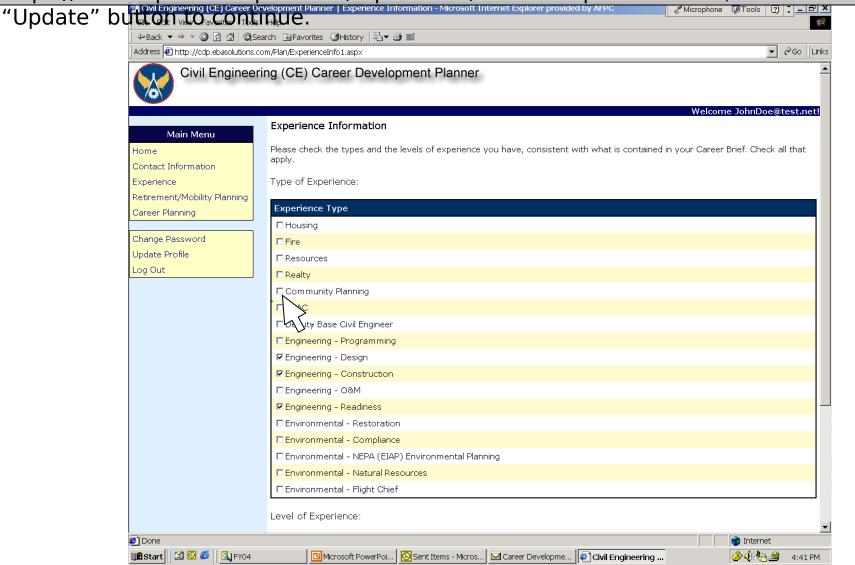
Fill out the form on the "Contact Information" page. Click on the "Update" button to continue. Note: The "Reset" button will clear the form for you if you make a mistake.



#### **Career Development Planner - Experience Information**

Fill out the "Experience Information" page by checking the "Experience Type" and "Experience Level" that applies to you. Make sure to check all that apply to you and is supported by your career brief at:

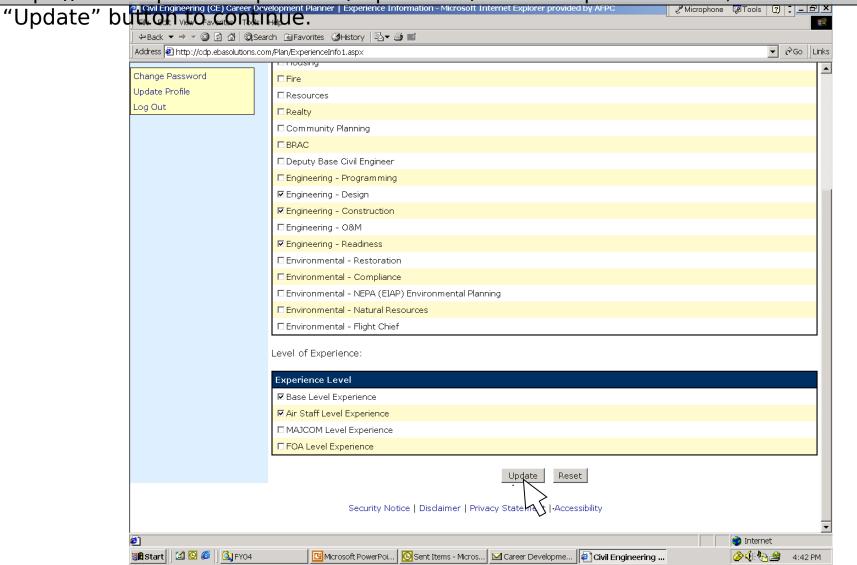
https://www.afpc.randolph.af.mil/afpcsecure/default.asp Once done, click on the



#### **Career Development Planner - Experience Information**

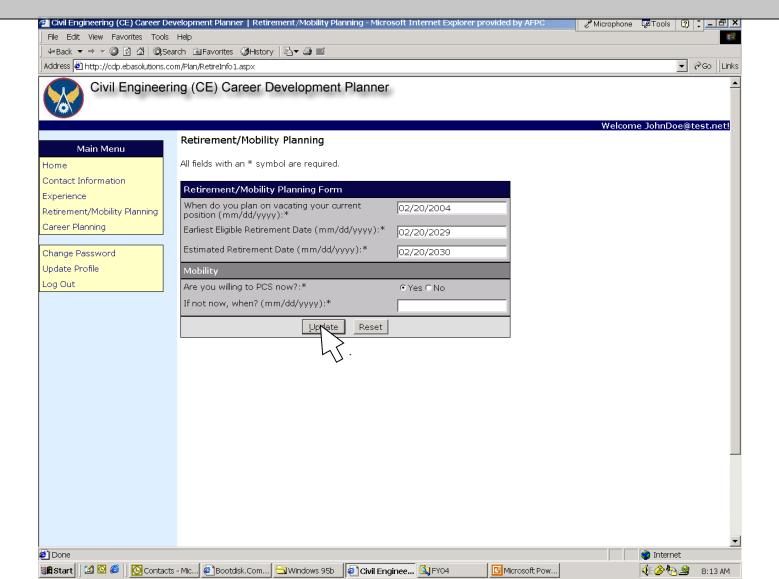
Fill out the "Experience Information" page by checking the "Experience Type" and "Experience Level" that applies to you. Make sure to check all that apply to you and is supported by your career brief at:

https://www.afpc.randolph.af.mil/afpcsecure/default.asp Once done, click on the



#### Career Development Planner - Retirement/Mobility Planning

Fill out the "Retirement/Mobility Planning" page. Click on the "Update" button to continue.



#### Career Development Planner - Career Planning Click on the "pencil" icon. Note ne "pencil" icon lets you edit your career plan T "sheet of per" icon lets you download your career brief that is already ed on the CDP website. The "sheet of paper with a disk" icon lets you upload YOUR Career Ed Die Horites Tods Chelp "énvelope" ich lets you enter the Submit for Review page ▼ RGO Links Civil Engineering (CE) Career Development Planner Career Planning Main Menu Home This form enables you to complete your career plan and then submit it to your immediate supervisor. Below are the steps: Contact Information Click on the / icon and complete your career plan. Experience 2. Click on the 녙 icon to upload and include a career brief with your career plan. 3. Click on the 🖼 icon . A read-only form appears of your career plan, Review your career plan and then submit it. Retirement/Mobility Planning Career Planning Options **Date Created** Change Password 3/22/2004 . 🗅 庙 💷 Update Profile Log Out Image Description Clicking on the Edit image will open a form where you can edit your career plan. Clicking on the Upload career brief image opens a form where you can include a career brief with your career plan. Γì Clicking on the **Download career brief** image retrieves the career brief you uploaded. Clicking on the Submit for review image opens a form where you can submit your career plan to your immediate supervisor. The Record is locked indicator shows which career plan is locked and cannot be edited. Once your career plan is reviewed by your supervisor, your career plan becomes locked. 🔒 🍪 Internet E) Done

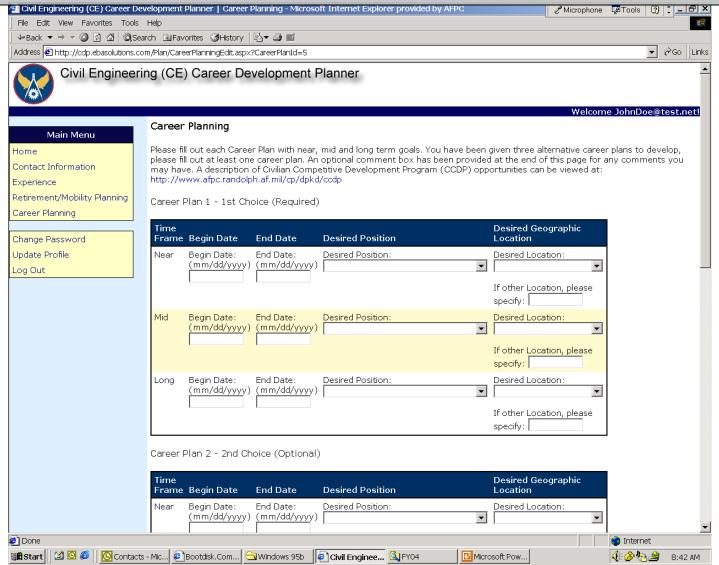
**Start** 

Inbox - Microsoft Outlook

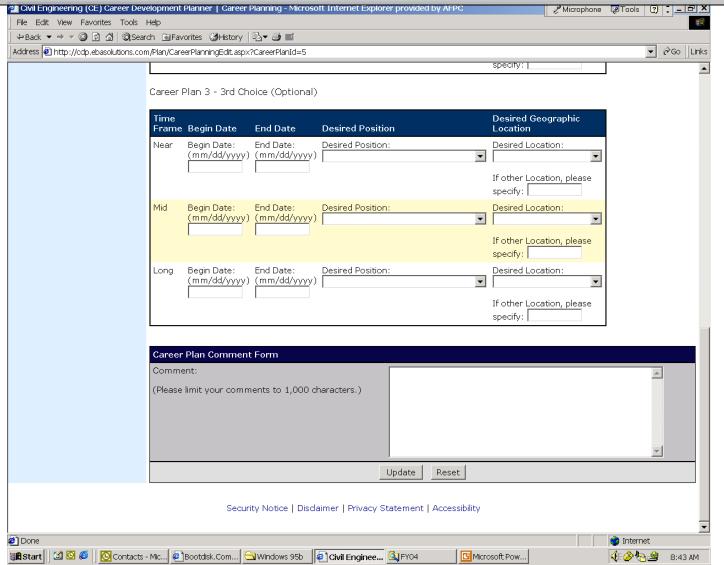
RPA Tracker

Civil Engineering (CE) ... Civil Engineer Career Pro... Microsoft PowerPoint - [d...

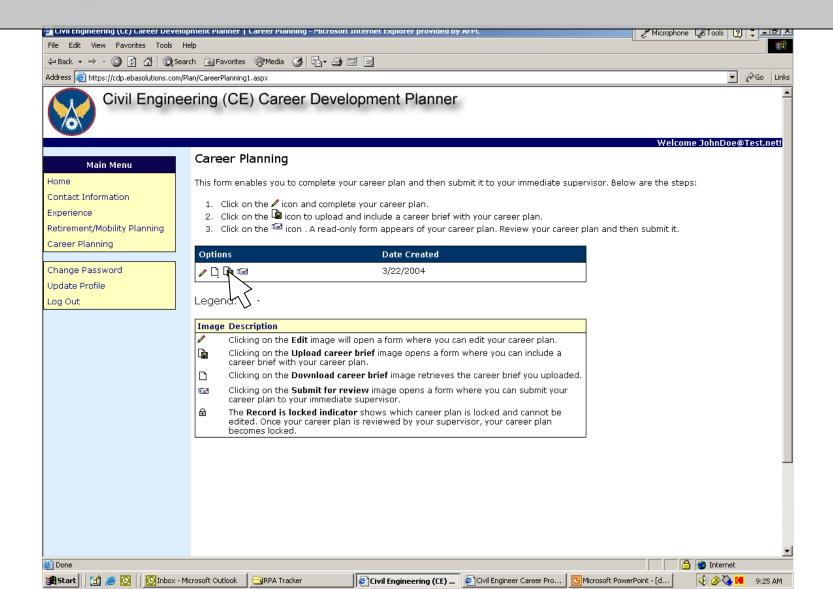
Fill out as many Career Plans as possible. Click on the "Update" button to continue. You have intentionally been limited to the drop-down menu provided. If you have any questions as to what category a particular job might fall into, please call us at DSN 665-1907.



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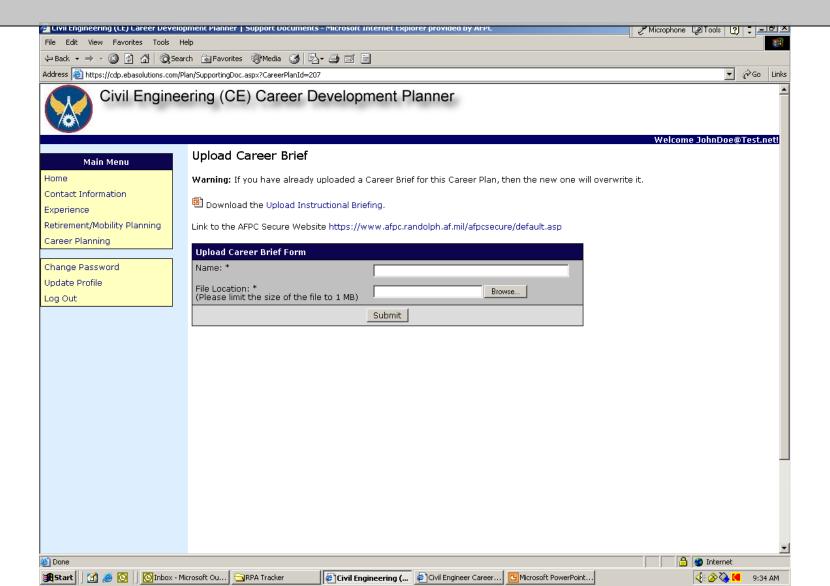


Click on the "sheet of paper with a disk" icon. This will take you to the "Upload Career Brief" page.

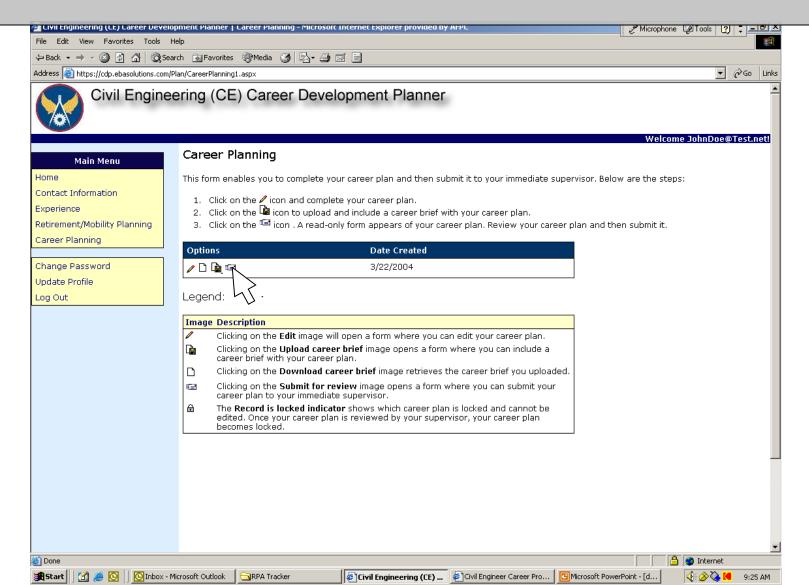


### **Career Development Planner - Upload Career Brief**

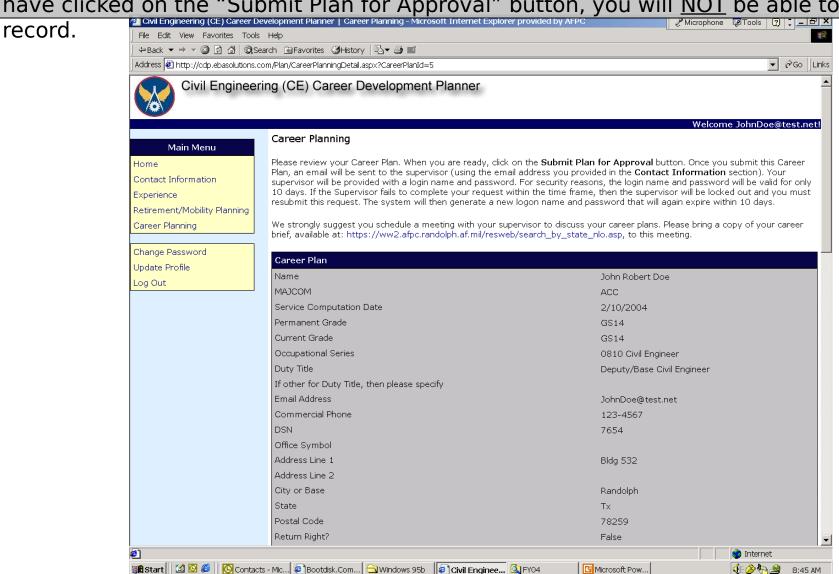
Once you have entered the "Upload Career Brief", download the "Upload Instructional Briefing" and follow the instruction to upload your career Brief.



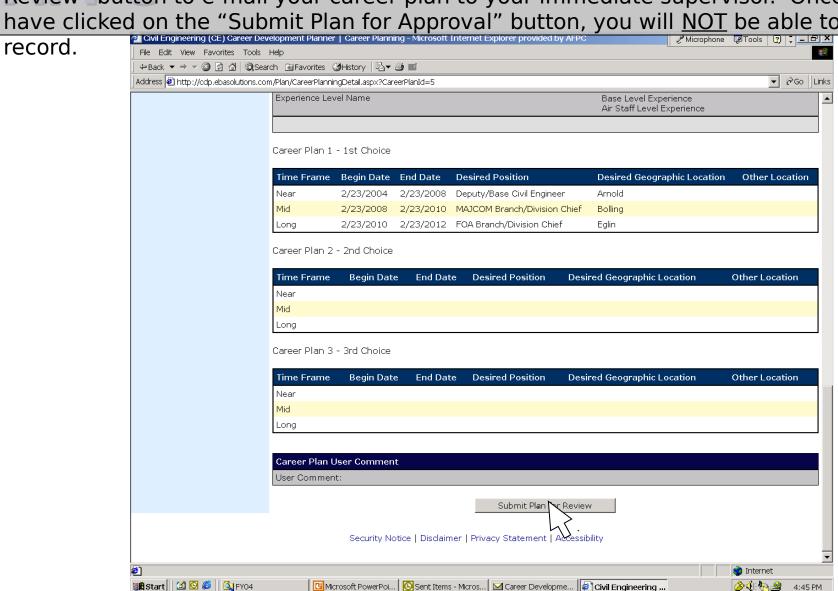
Click on the envelope icon to enter the review and submit page. You are encourage to discuss your career goals with your immediate supervisce envelope icon.



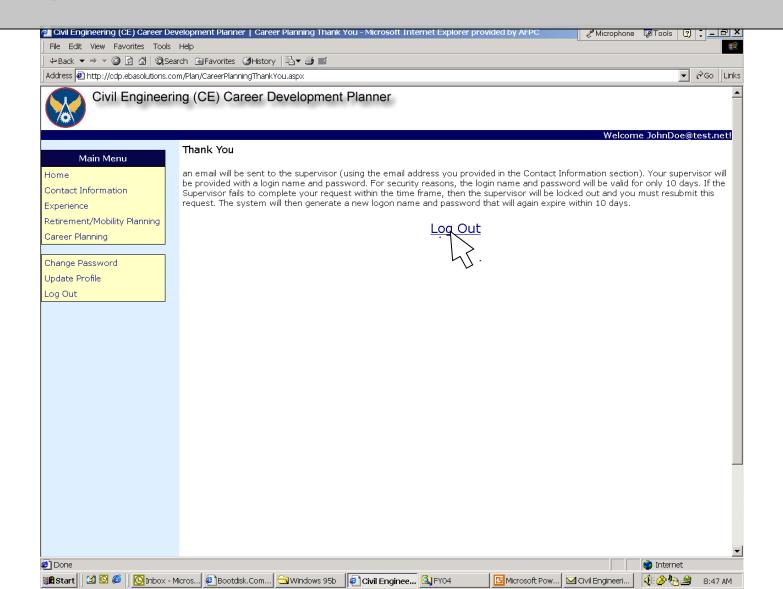
Review all information on the form for correctness. If there are any errors use the "Main Menu" to return to the form that needs correction. Click on the "Submit Plan for Review" button to e-mail your career plan to your immediate supervisor. Once you have clicked on the "Submit Plan for Approval" button, you will NOT be able to edit your



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You are finish. Click on the "Log Out" link to exit.



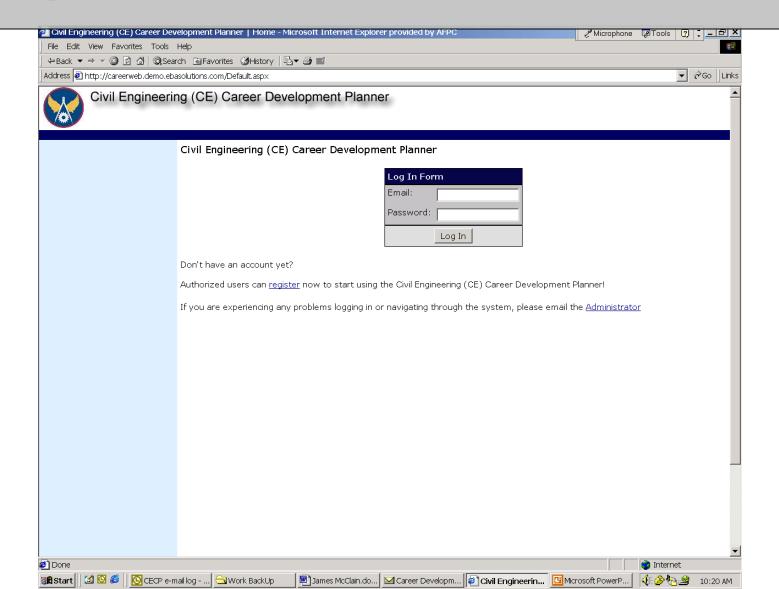




## **Returning User**

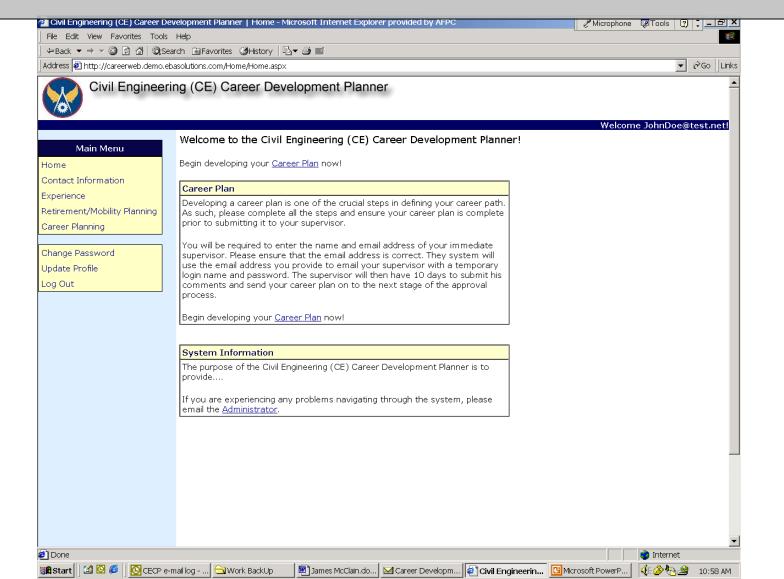
#### **Career Development Planner - Login Page**

Enter your e-mail address and password to the form and click of the "Log In" button to enter the Career Development Planner.



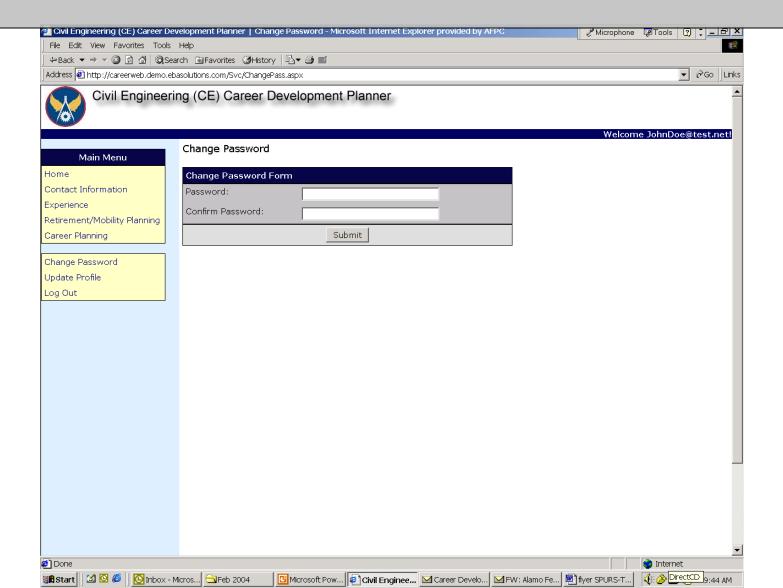
#### **Career Development Planner - Home**

Use the "Main Menu" to navigate through the site.



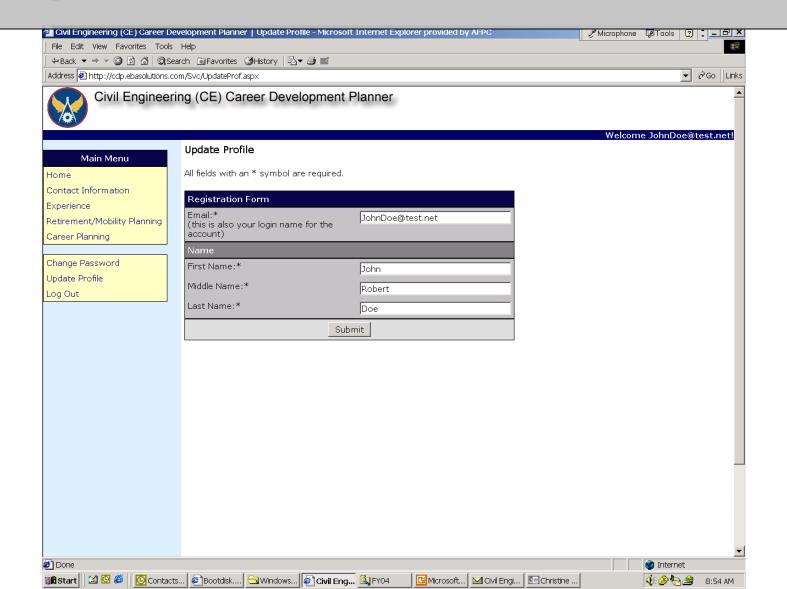
#### **Career Development Planner - Change Password**

Fill out the form and click on the "Submit" button to change your password.



#### **Career Development Planner - Update Profile**

Fill out the form and click on the "Submit" button to update your information.







# Thank You for Participating